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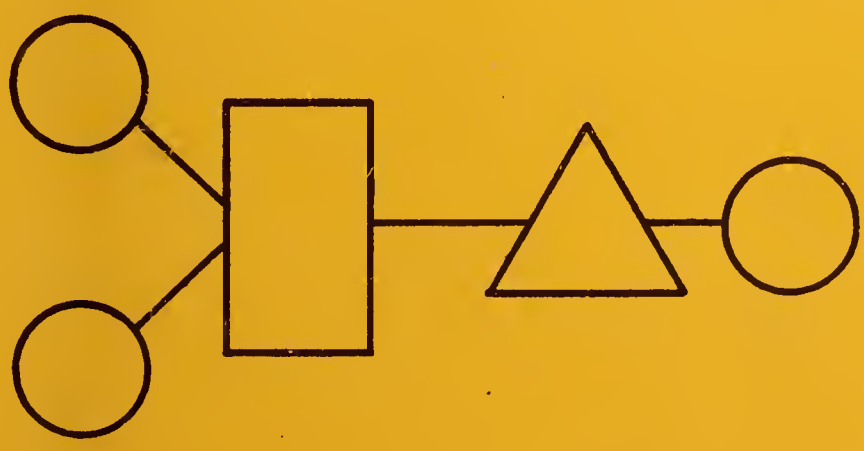

an information systems methodology:

data management procedures manual and keypunch instructions

MODERNIZATION SYSTEMS UNIT
OFFICE OF PLANNING & PROGRAM COORDINATION
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE

MANAGEMENT SYSTEMS FOR THE COMMONWEALTH OF MASS.

An Information Systems Methodology: Data Management Procedures Manual and Keypunch Instructions

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The Information Systems Project
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January, 1971

Approved for Publication by Alfred C. Holland, Purchasing Agent
Publication Number 5485 Number of Copies 25

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January 21, 1971

Robert C. Casselman
Director, Modernization Systems Unit
Leverett Saltonstall Building
Boston, Mass.

Dear Mr. Casselman:

I take pleasure in forwarding to you the "Data Management Procedures Manual and Keypunch Instructions" for the Information Systems Project.

This manual consists of two parts, one related to detailing the steps required to efficiently prepare the contents of the inventory data packages for keypunching, and instructions for the keypunch operators.

Publication of this document represents a continuation of policy concerning the documentation of all project efforts.

Sincerely,

Sumner J. Hoisington
Project Director,
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ABSTRACT

Procedures for collecting and preparing data on the Client Service Delivery Network of the agencies assigned to the Human Services Secretariat have been documented in An Information Systems Methodology for the Commonwealth of Massachusetts and the Project Interviewer's Manual.

This report represents another supplement to the Methodology, and details the coding and keypunching procedures required to prepare the data for computer processing.

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ACKNOWLEDGEMENTS

This document was written by Daniel P. McGillicuddy, Data Manager, with the assistance of Chester Hood, Assistant Data Manager, under the direction of Sumner J. Hoisington, Information Systems Project Director. Technical assistance was provided by Frank Keefe and Hugh Campbell of the IS Staff. Typing support was provided by Carolyn DiLullo, Maé Edwards and Christa Fuhrman.

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STATION "O"

FUNCTION

The primary functions of Station "O" are to compile the interview packages into data packages and to maintain the file of data packages. These responsibilities fall outside the scope of activities of the Data Management staff. Two control tasks, however, will have a direct relationship to the functions of the Data Management Group. These are (1), the initiation of the "Travelog" which will monitor and control the flow of a data package from the Data Package File through the Data Management Group and back to the Data Package File, and (2), the maintenance of the Data Package File Log which controls the input and output of data packages to the file.

TASKS

2.1 Initiation of the "Travelog". When the compilation of a data package is completed and just prior to the filing of a data package in the Data Package File, a "travelog" for this package must be initiated by filling out items 1 - 7 (organizational unit name, organizational unit code, initiated by, date initiated, forms counts, person who counted the forms, the date of counting, person who verified the count and the date of verification). The "travelog" will then be permanently attached to the data package.

2.2 Maintenance of the Data Package File Log. When a data package has been compiled by the Station "O" staff and a "travelog" has been initiated for it, it will be filed in the Data Package File to await further use by the stations in the Data Management Group. The filing of the package is noted on the Data Package File Log by filling in the Organizational Unit name, the organizational unit code, and the initials of the person who received the microfilm copy with the date of this reception.

When approached by the staff of the Data Management Group wishing to remove a data package from the file, it is the responsibility of the person in charge of the file to see that the station number, the date, and the initialed forms count are entered on the log by the person requesting use of the data package.

Upon the return of a data package to the file, this person will enter the date of return and verify the return forms count by initialing that item on the log. Additionally, he will indicate under comments, the reason for the return of the package. Normally this entry would read either "Station X processing complete" or "Station X rejection for reason X". If a package is rejected, station "0" must return the package to the interview team for correction.

STATION "1"

FUNCTION

The function of Station "1" is to develop, maintain, and automate the directories that will be used as a reference source for the coding of forms and later as an automated input to the data base. The directories that this unit will be responsible for are the file name and code directory, the document name and code directory, and the triggering event name and code directory.

TASKS

3.1 Logging Out the Data Package. The process within Station "1" is initiated by the station leader logging out a data package from the Data Package File which is located in and controlled by Station "0". This is accomplished by the station leader entering on the Data Package File Log the station number "1", the date removed, and his initials signifying a verification of the forms counts (entered) already on the accompanying "Travelog".

3.2 Indicating Removal on the "Travelog". The station leader indicates the fact that he is removing the package from the Data Package File Log on the the "Travelog" by completing item 8 (his initials and the date.)

3.3 Logging in the Data Package on the Station Log. The station leader records on his station log (Directory Creation and Maintenance Log) the reception of the data package. He accomplishes this by filling out the organization unit name, the organizational unit code, the date received, and his initials verifying the forms counts (as entered on the "Travelog".)

3.4 Distribution of Forms to Directory Creators. The station leader distributes the various forms (file forms, flow forms, and agency documents) to the people who will be responsible for creation of the directories. In each case, he will require the person to whom he assigns forms to initial the fact that he has received a specified number of forms for which he will be held responsible. This is done by initialing the "out" portion of the "file form" and "flow forms" fields and the "verified" section of the documents field on the station log.

3.5 The Creation and Maintenance of the File Name and Code Directory. The File Name and Code Directory is created by listing each file that was inventoried in the organizational unit and assigning to it a unique three-digit numeric code (starting with 001). This code linked with the organizational unit code uniquely relates a file to an organizational unit. This information is entered on a File Name and Code Sheet and is entered into the directory. (In addition, this information is entered on a coding sheet for use in key punching and printing out this data for use as a reference source for the station "2" staff.)

3.6 The Creation and Maintenance of the Document Name and Code Directory. The Document Name and Code Directory is in reality a book containing all the agency forms that were collected from organizational units during the inventory phase. Each agency form is examined to determine if it has already been included in the directory. This is accomplished by checking a 3 x 5" card file that contains, in alphabetical order, the names of each document contained in the directory, its document code and the major agency name (Public Health, Mental Health, etc.). If the document is not already contained in the file, the individual then records the document name, agency name, and the name of the organizational unit under the last item on the table of contents that appears at the front of the directory. The code for that document will then be the pre-numbered entry in the left hand column of the table of contents.

After updating the table of contents, the staff member completes a card with the data items described above and files it alphabetically in the 3 x 5 card file. Finally the code is printed in the upper right corner of the document, and the document is inserted as the last page in the Directory.

Since the information in this directory must also be used by the staff of station "2" to encode and transcribe data for machine input, the table of contents must be photocopied and distributed to station "2" on a daily basis.

3.7 The Creation and Maintenance of the Triggering Event Name and Code Directory. The Triggering Event Name and Code Directory is developed by reviewing recorded responses to the question. "Why does the form flow?" on the Information Flow Form. The responses are reviewed in total, and a list of triggering events is developed. A two-digit code is then assigned to each event.

The information contained in this directory will be used by the staff of station "2" to encode and transcribe the triggering events for machine input, thus additions to this directory must be photo-copied and distributed to the station "2" staff on a daily basis.

3.8 Returning the Worked on Forms to the Station Leader. Upon completion of the various directory updates, the forms must be returned to the station leader. The station leader will signify that he has received the correct number of file and flow forms by initialing the "in" portion of both fields reserved for this purpose on the station log. The station leader must also require the person(s) who performed the Document Directory and Triggering Event Directory updates to initials the fact that they have done so, (initials are entered in "Update Document Directory" and "Update Triggering Event Directory"). In addition, he must require the person who updated the Document Directory to enter the number of documents he is returning to the data package and the number of documents used to update the Directory in the field labeled "No. of Documents - Disbursement" and must also check to see that these two numbers add correctly to the number of documents originally assigned to this person.

3.9 Logging Out the Data Package on the Station Log. Upon receipt of all forms, the station leader recompiles the data package and prepares to return the package to the Data Package File Log in Station "0". He does this by verifying that the forms counts are the same as those when the package was originally brought to this station and signifies this by entering his initials in the "out" portion of the "Verified Forms Counts" field. Additionally, he must enter the date that he is returning the data package to Station "0"

3.10 Completing the Station "1" Portion of the "Travelog". The station leader records the fact that he is returning the data package to the Data Package File by completing item 9 (his initials and the date) on the "Travelog". The completion of this item also signifies that Station "1" has satisfactorily completed processing of this package.

3.11 Logging in the Data Package on the Data Package File Log. The station leader returns the data package to the Data Package File in Station "0" and requires the Station "0" receiver to enter the "Date Returned" and his initials in the field entitled "Verified Travelog Forms Counts" on the Data Package File Log.

STATION "2"

FUNCTION

The function of Station "2" is to transform the written data on the various forms to numerical codes and then to transcribe these codes to coding sheets for use as direct input to the key-punching operation.

While the process will be the same regardless of which type of form is being processed, the details of the processing will be different. This unit will be split therefore into three groups, (sub-stations) each corresponding to a particular form types (file, flow, and task).

TASKS

4.1 Logging Out the Data Package. The process within Station "2" is initiated by the station leader logging out a data package from the Data Package File which is located in and controlled by Station "0". Only those packages that have already been processed by Station "1" will be available for removal and processing by

Station "2". The station leader accomplishes this removal by entering on the Data Package File Log the station number "2", the data removed, and his initials signifying a verification of the forms counts (entered already on the accompanying "Travelog").

4.2 Indicating Removal on the "Travelog". The station leader indicates the fact that he is removing the package from the Data Package File on the "Travelog" by completing item 10, line one (his initials and the date).

4.3 Logging in the Data Package on the Station Log. The station leader records on his station log (Coding and Transcription Control Log) the reception of the data package. He accomplishes this by entering the organizational unit name, the organizational unit code, the date removed from the Data Package File and his initials signifying verification of the forms counts (as entered on the "Travelog").

4.4 Audit for Completeness and Legibility. The station leader, having logged the receipt of a data package on his station log checks the entire package for completeness and legibility. If as a result of this audit he rejects the package, he enters the date and his initials under the "reject" portion of the "audit" field. In addition, he also enters the date and his initials under the field entitled "Data Package returned to file" and returns the rejected package to Station "0". The rejection procedure is completed by the Station leader logging the rejected package back into the Data Package File by entering the date returned and requiring the Station "0" receiver to verify the return forms count by entering his initials on the Data Package File Log.

If on the other hand, as a result of the audit the package is deemed acceptable, the station leader indicates this by entering

his initials and the date under the "accept" portion of the "audit" field.

4.5 Attachment of Control Sheets to the Various Types of Forms. Having accepted the data package, the station leader removes from the package the file, flow and task forms. He recounts each type of form to be certain that the count agrees with the count for that form type as entered on the accompanying "Travelog", then initiates a Coding and Transportation Control Sheet for each form type. He does this, by checking the appropriate box to indicate the form type under the control of the sheet and by entering the organizational unit name (item 1) and the organizational unit code (item 2) on the control sheet. He signifies the initiation of the three control sheets by entering his initials on the station log under the field entitled "Attached Control Sheet".

4.6 Distribution of Forms to the Sub-station Leaders. Within Station "2" three separate groups (one for each form type), each under the supervision of a sub-station leader, will perform the coding, transcribing and editing processes on the forms. The station leader assigns the forms to the appropriate sub-station leader. The sub-station leader signifies his acceptance of the forms by entering the number of forms, the date received, and his initials under the corresponding field on the station log. In addition, he enters his name (item 3) and the date received (item 4) on the coding and transcription control sheet.

4.7 Assignment of Forms to the Coder. The sub-station leader assigns the forms to a coder. The coder must count the forms and enter his initials (Item 1) on the first of three (the unlabelled) lines opposite this item and the date (Item 2) directly beneath it, signifying his acceptance of the forms count on the Coding and Transcription Control Sheet.

4.8 Coding the Forms.

A. Coding the task description forms. The Task Description forms are completed by the coder assigned to that function. The coder accomplishes this by adding the data category and sub-category codes, the document codes and the task/sub-task codes to the forms. The Task Description Forms are constructed with columns and boxes (see example) for the entry of these codes.

The data category codes are obtained from the Table of Post-Categorized Data Categories and Sub-categories. The document codes are obtained from the Document Name and Code Directory. The task/sub-task codes are obtained from the List of Tasks.

B. Coding the Information Flow Forms. The Information Flow forms are completed by the coder assigned to that function. The coder accomplishes this by adding a form control number, a document code, a triggering event code, file codes, and organizational unit codes to each Information Flow form. The Information Flow forms are constructed with boxes (see example) designed for the recording of these codes.

The form control number is a unique four-digit code inserted in the top right corner of the Information Flow forms. Its purpose is to provide a unique identifier for each Information Flow form to provide a linkage to the coder who is completing the form for error correction purposes. The four-digit code is structured as follows:

digit 1 - 3 Julian date

digit 4 Coder I.D. number

The document code is obtained from the Document Name and Code Directory, and the triggering event codes from the Triggering Event Name and Code Directory. The file codes are obtained from the

File Name and Code Directory while the organizational unit codes are obtained from the Agency Name and Code Directory.

C. Coding the File Description Forms. The File Description forms are completed by the coder assigned to that function. The coder accomplishes this by adding a form control number, a file code, and document codes to the File Description forms. The design of the File Description forms includes boxes (see example) for recording these codes. The assignment of form control numbers for the file description forms follows the same procedure as shown above for the Information Flow forms.

The file code is obtained from the File Name and Code Directory and the document codes from the Document Name and Code Directory.

4.9 Returning the Coded Forms to the Sub-station Leader. Upon completion of the coding, each coder must return the forms to the sub-station leader. The sub-station leader will check to determine that the proper number of forms are being returned to him and will then signify his acceptance of the forms by entering his initials and the date on the leftmost segment of the lines opposite items 1 & 2 that are provided for this purpose.

4.10 Assignment of Coded Forms to the Editor. The sub-station leader will assign the coded forms to an editor receiving the forms will count the forms and signify his verification of the count by entering his initials (Item 3) on the first of three (unlabelled) lines opposite this item and the date (Item 4) directly beneath it.

4.11 Editing the Coded Forms. While the specific items that must be checked will differ depending on the form type, the editor's basic function will remain the same regardless of which form is being processed. The editor must ensure that each item

supposed to have been completed by the coder, has been completed accurately and legibly. The specific items that must be checked are the same as those specified in section 4.8 A, 4.8 B, and 4.8 C, which covered the coding operations on the various form types.

4.12 Approval or Rejection of the Forms. Based on the editing of the forms, the editor must either approve or reject the package of forms in its entirety. If all the entries that should have been made on the forms have been made accurately and legibly, the editor will approve the package by entering his initials and the date in Item 5 Line A. If entries that should have been made, have not been made or have been made incorrectly or illegibly, the editor will reject the package by entering his initials and the date in Item 5, Line B. The editor will also attach to the forms an error-by-error explanation of the rejection.

4.13 Returning the Edited Forms to the Sub-station Leader. When the coding edit has been completed, the editor will return the forms to the sub-station leader. The sub-station leader will count the forms to ensure that the proper number of forms are being returned to him and will signify his acceptance of the count by entering his initials opposite either Item 5 Line A if the batch has been approved, or Item 5 Line B if the batch has been rejected.

If the batch has been accepted, the sub-station leader will forward the batch to the Transcription Group as described in the following section. If on the other hand, the batch is rejected, the sub-station leader will re-submit the batch to the original coder and the batch will be processed again following the procedures described above in section 4.7 - 4.12 with the exception that entries for initials and dates (Items 1 - 4) will be entered on the lines marked "1st rejection" and the initials of the sub-station

leader will be entered on the second of three lines available for that purpose. The entry for item 5 will be made either on Line A (batch approved) or Line B (batch rejected). It should be noted that the Coding and Transcription Control Sheet allows for two rejections of a batch. The procedure for processing the batch after a second rejection is the same as that for processing the batch after the first rejection, except that entries are made on lines marked "2nd rejection".

4.14 Assignment of Coded and Edited Forms to the Transcriber. When a batch of coded forms has successfully completed the editing checks and has been accepted by the sub-station leader, it will be assigned to a transcriber for transcription to the appropriate coding sheet. The transcriber must count the forms and enter his initials (Item 1) on the first of three lines (the unlabelled line) opposite this item and the date (Item 2) directly beneath it signifying his acceptance of the forms count.

4.15 Transcription of the Data to Coding Sheets. Since there are three types of forms (task, flow and file) and three types of coding sheets to match, there will be three distinct methods of transcribing data to a coding sheet. Depending on the type of form being processed, the procedures are as follows:

A. Transcription of data on Task Description Forms - Data is transcribed from the Task Description Forms to the Task Requirements File coding sheets in the following manner:

Code Sheet Columns	Name	Source
1	Card Type	Always "7"
2-4	Julian Date	No. of the day of the year e.g. Jan 1 is 001, etc.
5	Coder ID no.	Assigned permanently to coder
6-7	Batch no.	Leave blank for station

Code Sheet Columns	Name	Source
8-9	Line Count	Sequencing number of coded line sheet
10-17	Org. Unit Code	Upper right corner of task form
18-19	Task code	Number opposite task in box
20-22	Sub-task code	Number opposite first sub-task in box

The above items represent the identification portion of the card. All of the above items with the exception of cols. 8-9 (line count) will remain constant for all the cards for any given task and/or sub-task. Columns 23-78 of the card(s) is broken up into a series of 8 col. fields. Each of the 8 col. fields is used to reflect a piece of information that is used to support the task/subtask and the document code from which this information is derived. The format is as follows for the eight character field. Col. 79 is left blank and col. 80 is reserved for the update code (always blank on original entry).

Char. No.	Name	Source
1-2	Information category code	1st 2 digits in boxes opposite item
3-4	Information sub-category code	2nd 2 digits in boxes opposite item
5-8	Document code	Boxes opposite item

When all the task sheets for a particular organizational unit have been transcribed to the coding sheets, (or a total of 98 lines have been completed), a batch control total card must be coded. This is done by duplicating cols. 1-7 of the last line and by entering on the first available line of the last coding sheet the character "9" in cols. 8-9 and the total line count in cols. 10-11 (right justified and left zero Fill). Note: The largest number of lines allowable in a batch is 98.

B. Transcription of Data on Flow Description Forms - Data is transcribed from the Flow Description Forms to the Information Flow Characteristics File coding Sheets in the following manner:

Code Sheet Columns	Name	Source
1	Type	Always "8"
2-4	Julian date	No. of the day in the year e.g. Jan. 1 is 001, etc.
5	Coder I.D. No.	Assigned permanently to coder
6-7	Batch No.	Leave blank for station 3
8-9	Line Count	Sequencing number from coding sheet
10-17	Org. Unit code	Boxes to the right of org. unit name
18-21	Document code	Boxes to the right of document name
22	Flow type	Input = 1 (from top Output = 2 center of Intra Unit = 3 form)

The above items represent the identification portion of the card. These items (with the exception of line count) will be duplicated on the second and subsequent cards needed to describe a particular flow form. The format for the data portion of the first and subsequent cards are as follows:

	Code Sheet Columns	Name	Source
First card	23	Document Type	formal = 1 (upper por- informal = 2 tion of for
	24	Document Origin	yes = 1 (upper portion no = 2 of form)
	25-26	No. of copies	(Boxes to the right of document origin)
	27-28	Triggering event code	(Boxes to the right of "Why does the form flow")
	29-44(divided into 8, 2 digit fields)	Files Affected Codes	(Boxes labelled file codes)

Code Sheet Columns	Name	Source
45-52, & 61-68	Org. Unit	(Boxes to right of unit name)
53-58, & 69-74	Volume	(Boxes for no. of documents)
59 & 75	Frequency (f)	(See below)
60 & 76	Transmission	(See below)
cols. 77 & 79 and left blank. Col. 80 is reserved for the update code (always blank on original entry)		
78	Lead I.D.	"9"

Second and ensuing cards	Code Sheet Col.	Name	Source
	29-36, 45-52 & 61-68	Org. Unit	Boxes to right of unit name
	37-42, 53-58 & 69-74	Volume	Boxes for no. of documents
	43, 59 & 75	Frequency (f)	1 = daily 2 = weekly 3 = monthly 4 = quarterly 5 = semi-annually 6 = annually
	44, 60 & 76	Transmission (TM)	1 = mail 2 = telephone 3 = teletype 4 = hand copy 5 = other
	cols. 77-79 are left blank		
	80	Update Code	

For ease of transcription of data to coding sheets, it should be noted that each item on the Information Flow Form that will be transcribed has a number or numbers in parentheses next to it. These numbers correspond to the proper columns on the coding sheet for entering a particular item.

When all the Information Flow Forms for a particular organizational unit have been transcribed to the coding sheets, (or a total of 98 lines have been completed) a batch control card must be coded. This is done by duplicating the first seven characters of the last coded item, entering the character "9" in cols. 8-9 and the total line count in cols. 10-11 (right justified and left zero fill) on the next available line on the last coding sheet. Note: the largest no. of lines allowable in a batch is 98.

C. Transcription of Data on File Description Forms - Data is transcribed from the File Description Forms to the File Characteristics Coding Sheets in the following manner:

	Code Sheet Cols.	Name	Source
Card 1	1	Card Type	Always "6"
	2-4	Julian Date	No, of the day in the year eg. Jan. 1 is 001, etc
	5	Coder I.D. No.	Assigned permanently to coder
	6-7	Batch number	Leave blank for station 3
	8-9	Line Count	Sequencing number from the coding sheet
	10-17	Org. Unit Code	Upper right corner of the form
	18-19	File code	Boxes opposite file name

The above items represent the identification portion of the card. These items (with the exception of line count) will be duplicated on the second and subsequend cards needed to describe a particular file form.

The formats for the data portions of the first and subsequent cards are as follows:

	Code Sheet Columns	Name	Source
First card	20-26	Client ID	Enter no. in box opposite item in corresponding col.
	27-30	Counselor	" " "
	31-35	Geographic Area	" " "
	36-41	Storage Media	" " "
	42-46	Storage Mode	" " "
	47-50	Volume	Boxes opposite File volume
	51-56	Est. no. of records	Boxes opposite est. no. of records
	57-62	Update	Boxes opposite item
	63	Update Frequency	Code number for daily, weekly, etc. in boxes
	64-69	Queries	Code number for daily, weekly, etc. in boxes
	70	Query frequency	Code number in boxes
	71-76	Purges	Boxes opposite item
	77	Purge frequency	Code number in boxes
	78	Lead I.D.	"9"
	col. 79 is left blank		
	80	Update Code	Always blank on original entry
Second and subsequent cards	20-75	Separate into 14 4 digit fields	Documents appearing in file codes are obtained from boxes under this item on the form
	76-78	Blank	
	80	Update Code	Always blank on original entry

For ease of transcription of data to coding sheets, it should be noted that each item on the File Description Form that will be transcribed has a number or numbers in parenthesis next to it. These numbers correspond to the proper columns on the coding sheet for entering a particular item.

When all the File Description Forms for a particular organizational unit have been transcribed to the coding sheets (or a total of 98 lines have been completed), a batch control card must be coded. This is done by duplicating the first seven characters of the last coded item, entering the character "9" in cols. 8-9 and the total line count in cols. 10-11 (right justified and left zero fill) on the next available line on the last coding sheet. Note: the largest number of lines allowable in a batch is 98.

4.16 Entering the Coding Sheet Count and Returning the Forms and Coding Sheets to the Sub-station leader - When the transcriber has completed all the forms for the organizational unit upon which he is working he will count the total number of coding sheets that he has created (for 1 or more batches) and will enter this number on line 3 (Coding sheet count) in the transcription/editing portion of Mobile Coding and Transcription Control Sheet. When this has been completed the transcriber will return the forms and the coding sheets to the sub-station leader. The sub-station leader will count the forms and the coding sheets to ensure that the correct number of forms are being returned to him and to check the coding sheet count entered by the transcriber and will signify his acceptance of the counts by entering his initials on the first of three lines opposite items 1 and 3 in the transcription/editing portion of the control sheets. He will also enter the date of acceptance on the first of three lines opposite item 2.

4.17 Assignment of forms and Coding Sheets to the Transcription

Editor. The sub-station leader will asign the forms and coding sheets to an editor. The editor will count the forms and the coding sheets and signify his verification of these counts by entering his initials on the first set of lines opposite item 4 in the transcription/editing portion of the control sheets and by entering the date in item 5 directly beneath it.

4.18 Editing the Forms and Coding Sheets - While the editing process will differ based on which type of form is being processed, the editor's function will always be the same, namely to check the accuracy and legibility of the transcription of data from the form to a coding sheet. The editing procedures will therefore follow exactly the procedures set forth in section 4.15 A,B, and C, which covered the transcription procedures for the various form types.

4.19 Approval or Rejection of the Forms and Coding Sheets - Based on the editing of the transcription of data from the forms to the coding sheets, the editor must either approve or reject the package of forms and coding sheets in its entirety. If all of the data has been transcribed accurately and legibly from the forms to the coding sheets in the prescribed manner, the editor will approve the package by entering his initials and the date in item 6 Line A in the transcription/editing portion of the control sheet. If the transcription of data has not been accurate or complete or the entries are illegible, the editor will reject the package by entering his initials and the date in item 6 line B (1). The editor also will attach to the forms an error by error explamation of the rejection.

4.20 Returning the Edited Forms and Coding Sheets to the Sub-station Leader - When the transcription edit has been completed , the editor will return the forms and the coding sheets to the sub-station leader. The sub-station leader will count the forms and coding

sheets to ensure that the proper number of each are being returned to him and will signify his acceptance of the counts by entering his initials opposite item 6, line A if the package has been approved, or opposite item 6 line B (1) if the package has been rejected.

If the package has been accepted, the sub-station leader will proceed with the processing of the package as described in the following section. If on the other hand, the package is rejected, the sub-station leader will re-submit the package to the original transcriber and the package will be processed again following the procedures described above in section 4.14 - 4.20 with the exception that entries for initials and dates (items 1, 2, 4, and 5) and counts (item 3) will be entered on the lines marked "1st rejection" and the initials of the sub-station leader are entered on the second of three lines available for that purpose. The entry for item 6 will be made either on line A (batch approved) or line B (2) (batch rejected). It should be noted that the form allows for two rejections of the package. The procedure for processing the package after a second rejection is the same as that for processing the package after the first rejection except that entries are made on lines marked "2nd rejection."

4.21 Completing the Coding and Transcription Control Sheet and Initiating the Coding Sheet Control Slip - When the sub-station leader receives an approved package from the transcription editor and he has counted the forms and coding sheets to assure that he is receiving the correct number of each and enters his initials signifying this on the appropriate line, he must initiate a Coding Sheet Control Slip for each batch within the package that has been processed. He does this by filling in the date he is initiating the slip, the organizational unit name, the organizational

unit code, the type of coding sheets in the batch, and the total number of sheets in the batch and his initials. He will then check to ensure that the sum of "total number of sheets" for all batches equals the total coding sheet count entered in item 3 of the transcription/editing portion of the Coding and Transcription Control Sheet. If the counts agree the sub-station leader completes the Coding and Transcription Control Sheet by entering his initials on item 7 in the transcription/editing section of the sheet.

4.22 Returning the Package to the Station Leader. The sub-station leader returns the package with control slips and sheets to the station leader. The station leader counts the forms and the coding sheets and verifies that these agree with the original counts. He signifies the verification by entering the date returned, the form and code sheet counts and his initials under the heading on the Coding and Transcription Control Log corresponding to the type of form he is processing.

4.23 Separating the Original Forms from the Coding Sheets and Preparation for Returning the Original Data Package to the Data Package File. When the station leader has received back all the original forms for an organizational unit, he will separate the coding sheets and their corresponding control slips from the package and place them aside. He will then remove the Coding and Transcription Control Sheets from the package and file the sheets in a binder reserved for that purpose. The station leader now recompiles the original data package by uniting the forms with the proper "Travelog" and prepares to return the data package to the Data Package File Log controlled by Station "O". He does this by entering his initials and the date in item 11 on the "Travelog" and in the field entitled "Data Package Returned to File" on the station "2" control log.

4.24 Returning the Data Package to the Data Package File. The Station leader returns the data package to the Data Package File. The Station "0" staff person in charge of the file counts the various forms to ensure that he is receiving back the same number of each type of form as was originally signed out. Upon verifying the counts, he will enter his initials and the date and any pertinent comments. (See section 2.2) Station "0".

4.25 Transmitting the Coding Sheets to Station "3". The station leader fills in the date and the coding sheet counts in the section labelled "Coding Sheets Transmitted to Station "3" on the Station "2" log and then informs Station "3" that he has a package ready for transmission. A staff member of Station "3" will pick up the package from Station "2". Before removing the package from Station "2" he will count the various coding sheets to ensure that he is receiving the correct number of each and will signify his acceptance of the counts by entering his initials under "initials (EDP unit)".

STATION "3"

FUNCTION

The function of Station "3" is to receive the data in coded form from Station "2", to compile the data into logical work groupings (i.e. batches), to transmit and receive data from the EDP unit, and to correct and reprocess errors resulting from machine edits.

TASKS

5.1 Logging in the Coding Sheet Package. The station leader will log in the coding sheet packages received from station "2" on his station "3" log (EDP Control and Transmission Unit Log). He will do this by entering the Organizational Unit Name, the Organiza-

tional Unit Code, Type of Coding Sheet, the number of coding sheets for that type and his initials and the date signifying his acceptance of the count. Since there are three types of coding sheets that will be processed, three entries will be made on this log for every organizational unit that is processed.

5.2 Initiating Station "3" input to the Coding Sheet Control Slip. The station leader must enter his initials and the date in Item 5, signifying his acceptance of the count entered on the sheet for this type of coding sheet. For any given organizational unit, there will be at least three of these sheets (corresponding to the three types of forms) but if there are more than 98 lines of coding for any given type of form there will be additional sheets for this type. For instance, if within organizational unit 001 there are 148 lines of coding for the information flow forms, this will be covered by one control sheet for 98 of the lines and an additional control sheet for the remaining 50 lines.

5.3 Assigning the Coding Sheets to the Controller. The station leader assigns the package of coding sheets to a controller. The controller counts the coding sheets controlled by the Coding Sheet Control Slip to ensure that he is receiving the proper number and signifies this by entering his initials and the date in Item 6 and on the station log under the corresponding heading.

5.4 Establishing the line count. The controller's function is to establish a valid line count for each of the groups of coding sheets controlled by a Coding Sheet Control Slip. He does this by counting the lines of coding that are valid on each sheet and by entering the count on item 7 of the Coding Sheet Control Slip and under the appropriate heading on the station log.

Note: The count should agree with that entered on the last line of the last coding sheet.

5.5 Verifying the Line Count. When the line count has been established by the controller, it must be verified. Another staff member (other than the controller who established the original count) will recount the sheets and lines in the same fashion as the controller and will signify his acceptance of the count by entering his initials and the date in item 8 of the Coding Sheet Control Slip and under the appropriate heading on the station log.

5.6 Filing the Coding Sheet Packages in the EDP Release File. When the line count has been checked, the verifier will file the completed package in the EDP Release File in the section of the file that corresponds to the form type being processed. The packages will be held in this file until a sufficient number (8) of packages of any one type are accumulated to form a batch. The verifier will indicate that he has filed a package by completing item 9 on the Coding Sheet Control Form and by entering his initials and the date under the "in" section of the field entitled "EDP Release File Activity Dates" on the station log. Additionally, this person must enter his initials and the date under the "in" section of the EDP Release File Log and later also the organizational unit name and organization unit code.

5.7 Removing the Coding Sheet Packages from the EDP Release File. When a sufficient number (8) of packages of any one type of form have been accumulated in the EDP Release File, they will be removed from that file to form a batch that will be transmitted to the EDP unit for processing. This is done by the person removing the packages from the file entering his initials and the date in item 10 on the Coding Sheet Control Slip and under the "out" portion of the field entitled "EDP Release File Activity Dates" on the

station log. Additionally, this person must enter his initials and the date under the "out" portion of the EDP Release File Log on the proper line.

5.8 Forming a Batch. Each 8 groups of coding sheets of a particular type of form will be used to form a batch. The batch number will be assigned serially by form type by day. The batch compiler first determines the last number assigned to a batch for the form type that he is processing and assigns the next serial number to the batch in process. He enters this batch number on each of the eight Coding Sheet Control Slips for the batch and his initials and the date in item 11.

The batch compiler now adds the batch number to col. 6-7 of the first line of each coding sheet in each group. This number will then automatically be entered into every card of the batch when keypunching occurs.

The batch compiler initiates the EDP Batch Control Transmittal Sheet by entering the batch number (Item 1), checking the form type (Item 2) and entering his initials and the date in item 4. He will then proceed to enter information in item 6. For each of the groups that will be covered by this sheet he must enter the organizational unit code, the total number of coding sheets for that unit, and the total number of valid lines (from item 7 on the Coding Sheet Control Slip).

When all eight lines are completed, each column will be totalled thereby deriving a total number of organizational units (where the sheet has been filed this will always be eight), a total number of coding sheets for all the organizational units and the total number of valid lines coded on these sheets. The batch compiler completes his task by entering the batch number, his initials and the date under the heading of "Batching Activity" on the station log.

5.9 Verification of the Batch. When a batch has been compiled and totals have been established for the batch the entire process will be verified by someone other than the original batch compiler. The batch compiler will turn the batch over to the verifier who will repeat exactly the process described in section 5.8 to ensure that the batch has been correctly compiled, that information concerning the batch has been entered accurately on the EDP Batch Control Transmittal Sheet and that correct totals have been derived. The verifier will signify his acceptance of the batch by entering his initials and the date in item 5 on the EDP Batch Control Transmittal Sheet and under the heading entitled "Batching Activity" on the station log. The verifier will then return the batch to the station leader.

5.10 Transmitting the Batch to the EDP Unit. The batch is transmitted to the EDP unit with the EDP Batch Control Transmittal Sheets (a three part form) attached. Upon reception of the batch at the EDP unit the messenger must require the receiver at the EDP unit to enter his initials on item 3 of the Transmittal Sheet (signifying receipt of the batch) and to return copy one of this form to him. The messenger will then carry back to MSU/EDP control this copy of the form.

5.11 Logging the Acknowledgement of Receipt Form. The station leader will receive the copy of the Transmittal Sheet from the messenger and will record this by entering his initials under "EDP acknowledgement of Package Receipt Returned" on the station log. He will then file the form in batch number order in a binder reserved for that purpose.

5.12 Logging the Verification of Counts Form. The first job that the EDP unit must perform is the verification of the line and coding sheet counts established by station "3". When the counts have

been verified the person responsible for this verification at the EDP unit will enter his initials on item 7 of the EDP Batch Control Transmittal Sheet Copy, and will return this copy to the Station "3" leader. The station leader will record the receipt of this form by entering his initials and the date under "EDP verification of counts returned" on the station log. He will then file this copy of the form directly behind the original copy already filed in batch number order in a binder reserved for that purpose.

5.13 Returning the Coding Sheets to Station "3" and Transmitting Cards to Computer Processing. Upon completion of the key-punching phase a messenger will pickup the completed cards and the coding sheets (covered by copy 3 of the EDP Batch Control Transmittal Sheet). He will bring the cards to the Computer Processing Center and will return the coding sheets to Station "3" leader. The station leader will indicate his receipt of the coding sheets by entering his initials and the date on item 8 of the EDP Batch Control Transmittal Sheet and under "Verif. comp." on the Station log. He will file the coding sheets by batch number in a file reserved for that prupose and will file the third copy of the Transmittal Sheet directly behind the first two copies in the binder reserved for that purpose.

5.14 Receipt of material from the Processing Center. When the Processing Center receives the punched cards, it will perform tape loading, sort and edit functions with them . As a result of this initial edit of the data a listing will be generated. The listing will contain information concerning records that fail to pass the edit criteria and counts of the number of records that have been processed. All of this information will be presented by batch, within batch by organizational unit code and within organizational unit code by line count. The listing will be transmitted by the

Processing Center to a designated staff member of station "3".

5.15 Processing the Edit Listing. When the designated staff member of station "3" receives the edit listing he must first verify that the sub-batch and batch totals are correct by comparing them to the totals entered on the EDP Batch Control Transmittal Sheet. He will indicate this verification by entering his initials and the date under "Verification Count" on the station log.

Having established that the correct number of items has been processed, a total error count by batch must be established and entered on the station log under the heading entitled "error count".

For each error card that is detected, an Error Correction Control Log must be initiated. This is done by completing items 1-6 on the log. These items are organizational unit name, organizational unit code, form type and number, batch number the card was rejected from ,a description of each of the errors on the card (taken from the edit listing) and the original coder of the card.

5.16 Tracing Back the Process for Error Detection and Correction. The staff member assigned the error detection and correction responsibilities begins to work backward through the process that resulted in a card being punched and began with the entry of data on the source documents. The process is started by first determining if the card has been correctly keypunched from the coding sheet. When this has been completed, the staff member enters his initials and the date in item 7 and circles the number of the error(s) detected through this comparison.

If, after the above procedure, errors still remain unexplained on the card, the staff member will proceed to check the transcription of data from the source document to the coding sheet. Again when this procedure is completed, the staff member will enter his

initials and the date in item 8 and will circle the number of any error(s) detected.

In the same fashion as described above, if errors remain unexplained, the staff member will proceed to check the coding of the source document and fill out item 9, then if necessary, check the original entry on the source document and fill out item 10.

Upon completion of these four checks (items 7, 8, 9 and 10) all errors on a card should have been explained. If errors still remain unexplained the reason for them will be found either in the process of creating the data package or in the original entry on the interview package and should be checked by the staff member . When all errors have been explained the staff member will complete item 11 and proceed to correctly code the error codes..

5.17 Coding and Submitting the Corrections. The cards that have been found to be in error are completely recoded on new coding sheets by organizational unit as described in sections 4.15 A, B, and C.

The one exception to the coding procedure is that the corrections cards will be coded with a "2" in column 80 (signifying a file insertion) while the original cards were blank in column 80 (signifying on original file entry). The staff member will then enter his initials and the date in item 12 and will fill out a Coding Sheet Control Slip (the Station "2" portion) for each organizational unit and form type within that unit that contains an error. Each of these groups is then submitted to the Station "3" leader who will route them into the regular flow of packages as described in sections 5.7-5.15. When these error groups reach the point where they are batched for transmission to the EDP Unit (section 5,8) the staff member who processes these groups reach

the point where they are batched for transmission to the EDP Unit (section 5,8) the staff member who processes these groups must complete items 13 and 14 on the Error Correction Control Log for each error card that has been corrected and return these sheets to the staff member responsible for error correction.
(Note: due to the correction procedure used there will be an Error Correction Control Log for each line of each coding sheet emanating from the error correction process).

POST AGENCY AUTOMATION ACTIVITIES

FUNCTION

Upon the completion of the automation of the data on the file, flow, and task forms for a given agency, additional data remains that must be automated before the agency information base is complete.

This data consists of the various directories that have been used in the coding of data and the content coding of the agency documents. Staff will be drawn from the various stations in the coding/transcription process to complete this function. The following rules apply to the coding of all data to the formats listed:

1) Numeric fields must be right justified with left zero filling (except where positional coding is indicated)
2) Alpha-numeric fields must be left justified
3) No more than 98 lines of coding are allowable per batch
   A batch control card must be coded for each batch.
4) Whenever a field(s) is repeated on a card, the leftmost field(s) must be completed before any entry is made in the rightmost field.

TASKS

6.1 Automating the Task/Subtask Directory. Information will

be taken from the Task/Subtask Directory and coded into the card formats that have been designed for this purpose. Since the Task/Subtask Directory is a composite of all the tasks and subtasks of all the agencies, only those tasks and subtasks that have not already been coded for a prior agency need be coded during this phase. The card formats for the description of the tasks and associated subtasks are as follows:

	Cols.	Name	Source
card 1	1	Card Type	Always "1"
	2-4	Julian Date	Day of the year e.g. Jan. 1 is 001 etc.
	5	Coder	Permanent ID number
	6-7	Batch No.	Leave blank for batcher
	8-9	Line no.	Sequential no. of coded line
	10-11	Task Code	Directory
	12-14	Subtask Code	Always "ØØØ"
	15-44	Task Description	Directory
	45-79	Blank	Always blank on card
	80	Update Code	See note on code sheet (always blank at log entry)
Card 2 (& subsequent cards needed to describe subtasks for any given task)	1	Card Type	Always "1"
	2-4	Julian Date	From card 1
	5	Coder	" " "
	6-7	Batch no.	Leave blank for batcher
	8-9	Line No.	Sequential no. of coded line
	10-11	Task Code	from card 1
	12-14	Subtask Code	from Directory
	15-44	Subtask Description	from Directory
	45-46	Blank	Blank

Cols.	Name	Source
47-49	Subtask Code (2nd)	from Directory
50-79	Subtask Description (2nd)	from Directory
80	Update Code	See note on code sheet (always blank on original entry)

Further rules governing the coding of this data are:

1) Subtask codes and descriptions must be filled from left to right. i.e. it is not allowable to enter codes in the rightmost fields on a coding sheet unless the leftmost filed has already been filled.

2) A new coding page must be started for each change in task code.

6.2 Automating the Organizational Unit/File Name Directory.

Information will be taken from the Organizational Unit/File Name Directory and coded into the card formats that have been designed for this purpose. Since this Directory is agency specific, each agency will be coded in its entirety at the completion of the coding of the file, flow, and task forms for that agency. The card formats are as follows:

	Cols.	Name	Source
Card 1	1	Card Type	Always "2"
	2-4	Julian Date	Day of year e.g. Jan. 1 is 001 etc.
	5	Coder	Permanent ID number
	6-7	Batch no.	Leave blank for batcher
	8-9	Line Count	Sequential no. of coded line
	10-17	Org. Unit Code	From Directory
	18-19	File Code	From Directory
	20-49	Org. Unit Name	From Directory

	Cols.	Name	Source
	50-79	Org. Unit Address	From Directory
	80	Update Code	See note or code sheet (always blank on orig. entry)
card 2	1	Card Type	Always "2"
	2-4	Julian Date	from card 1
	5	Coder	from card 1
	6-7	Batch no.	Leave blank for batcher
	8-9	Line no.	Sequential no. of coded line
	10-17	Org. Unit Code	from card 1
	18-19	File Code	from Directory
	20-49	File Name	from Directory
	50-79	Blank	Blank
	80	Update Code	See note on code sheet (always blank on orig. entry)

6.3 Automating the Document Name Directory. Information will be taken from the Document Name Directory and coded into the card format that has been designed for this purpose.

Cols.	Name	Source
1	Card Type	Always "3"
2-4	Julian Date	Day of the year e.g. Jan 1 is 001 etc.
5	Coder	Permanent ID number
6-7	Batch no.	Leave blank for batcher
8-9	Line no.	Sequential no. of coded line
10	blank	blank
11-14	Document code	from Directory
15-44	Document Name	from Directory
45	blank	blank

Cols.	Name	Source
46-49	Document Code (2)	From Directory
50-79	Document Name (2)	From Directory
80	Update Code	See note on code sheet (always blank on orig. entry)

6.4 Automating the Data Category Directory. Information will be taken from the Data Category Directory and coded into the card formats that have been designed for this purpose.

	Cols.	Name	Source
Card 1	1	Card type	always "4"
	2-4	Julian Date	Day of the year e.g. Jan. 1 is 001 etc.
	5	Coder	Permanent ID number
	6-7	Batch no.	Leave blank for batcher
	8-9	Line no.	Sequential no. of coded line
	10	blank	blank
	11-12	Major data code	from Directory
	13-14	Minor Data Code	"00" on card (field 2)
	15-44	Major Data Category	From Directory
	45-47	Blank	Blank
	48-49	Minor Data Code (field 2)	From Directory
	50-79	Minor Data Category Description	From Directory
	80	Update Code	See note or code sheet (always blank on orig. entry)
Card 2 (& subsequent cards)			
	1	Card Type	Always "4"
	2-4	Julian Date	Day of the year e.g. Jan. 1 is 001 etc.
	5	Coder	Permanent ID number

Cols.	Name	Source
6-7	Batch no.	Leave blank for batcher
8-9	Line no.	Sequential no. of coded line
10	blank	blank
11-12	Major Data Code	From Directory
13-14	Minor Data Code	From Directory
15-44	Minor Data Category Description	From Directory
45-47	Blank	Blank
48-49	Minor Data Code	From Directory
50-79	Minor Data Category Description	From Directory
80	Update Code	See note on code sheet. (always blank on orig. entry)

As with the task/subtask directory, this format requires that a new page be started for each change in major data category and that minor data category fields be filled from left to right.

6.5 Automating the Triggering Event Directory. Information will be taken from the Triggering Event Directory and coded into the card format that has been designed for this purpose.

Cols.	Name	Source
1	Card Type	Always "5"
2-4	Julian Date	Day of the year eg. Jan. 1 is 001 etc.
5	Coder	Permanent ID number
6-7	Batch no.	Leave blank for batcher
8-9	Line no.	Sequential no. of coded line
10	blank	blank
11-12	Event Code	From Directory
13-14	Blank	Blank
15-44	Triggering Event Description	From Directory

Cols.	Name	Source
45	Blank	Blank
46-47	Event Code (2)	From Directory
48-49	Blank	Blank
50-79	Triggering Event Description (2)'	From Directory
80	Update Code	See note on code sheet. (always blank on orig. entry)

6.6 Automating the Document Content Codes File. Information will be taken from the Document Content Codes Directory and coded into the card format that has been designed for this purpose.

Cols.	Name	Source
1	Card Type	always "9"
2-4	Julian Date	Day of the year e.g. Jan. 1 is 001 etc.
5	Coder	Permanent ID number
6-7	Batch no.	Leave blank for batcher
8-9	Line no.	Sequential no. of coded line
10-13	Doc. no.	From Directory
14-15	Major Category(1)	Directory
*16-35	Minor Data Categories (series of 2 digit fields)	Directory
36-37	Major Category (2)	Directory
*38-57	Minor Data Categories (2)	Directory
58-59	Major Category (3)	Directory
*60-79	Minor Data Categories (3)	Directory
80	Update Code	See note on code sheet. (always blank on orig. entry)

*Note: These fields are in reality a series of 10, 2 digit fields

describing in coded form the minor data categories associated with a major data category. If a code has been entered in the major category field either a valid code or "00" must be entered in the first (leftmost) minor data category field related to it. The remainder of the minor data category fields may be used or left blank as necessary.

6.7 Initiating the Directory Automation Control Log. When the coding for a Directory has been completed for an agency, the coder will initiate a Directory Automation Control Log for that Directory. This is accomplished by filling out items 1-4 (agency name, agency code, type of coding sheet and the initials of the coder with the date of coding). Using this process there will be a control log initiated for each Directory (6) for each agency processed.

6.8 Verification of the Directory Coding. The Directory with its Control Log attached will be turned over to a verifier to ensure that the coding has been executed accurately and legibly. The exact procedure for this verification will vary depending on the Directory that is in process but in general will follow the procedures executed by the coder as presented in sections 6.1 - 6.7. Upon completion of the verification, the verifier will enter his initials and the date on line 5 and enter the coding sheet count (total for agency) in item 6.

6.9 Verification of the Coding Sheet Count and Determination of the Line Count. The coding sheet count is verified by the controller who signifies this by entering his initials and the date in item 7. The controller will then establish a line count for the agency and enter this number in item 8.

6.10 Verification of the Line Count and Attachment of Batch Control Sheets. The line count established by the controller is verified. This is signified by the person who does the verification entering his initials and the date in item 9. The coding sheets are then grouped into sections of 98 or less coded lines (as originally set up by the coder) and a Batch Control Transmittal Sheet is attached to the entire package. Item 2 on the Transmittal Sheet (the only item filled out at this stage) will be completed by entering the words "(Type) Directory" to the right of the boxes for flow, file and task forms. This is signified by this person entering his initials and the date in item 10 on the Directory Automation Control Log.

6.11 Batching for Transmission to the EDP Unit. The sheets are batched for transmission to the EDP Unit. This is accomplished by entering the batch number in item 1 of the attached EDP Batch Control Transmittal Sheet, Item 11 on the Directory Automation Control Logs, and on the first line of each coding sheets in cols. 6-7 (batch numbers are assigned sequentially by directory type). Additionally, the person responsible for the batching must enter his initials and the date in item 4 on the Transmittal Sheet and in item 11 on the Control Log. (Over the "comp. by" portion). Having completed this, each section (98 code lines or less) contained in the package must be established for the batch. (Note: the word organization should be read as agency).

6.12 Verifying the batching - When the batching has been completed, it must be verified. The verifier follows the same procedures as the batcher checking the accuracy of the batching. If the batching has been done correctly, the verifier signifies this by entering his initials and the date in item 5 on the Transmittal Sheet and item 11 (over "veri. by init.) on the Automation Control Log. The verifier will then remove the Directory Automation Control Logs from the package and will file them in a folder reserved for that purpose. He will then turn the completed package over to the Stateion "3" leader for transmission to the EDP Unit.

6.13 The remainder of the Directory Automation process - The remainder of the directory automation process (transmission and re-entry) with one exception, is exactly the same as the process by which the file, flow and task forms were automated. Reference should be made to section 5.10 through section 5.17 for particulars of this processing. The exception to this process is that instead of entries being made on the Station "3" log, they will be made on the Directory Automation Control Logs and errors will be recorded on a specially designed Error Correction Log in the case of directory errors rather than on the standard error correction log used for file, flow and task form errors.

SUBSEQUENT DELETIONS, INSERTIONS AND CHANGES

FUNCTION

At various points in the pre-analysis and analysis phases of the project it may be necessary or desirable to make changes, deletions or insertions to either the directory files or the file, flow and task files. A set of procedures and codes have been devised to accomplish this.

TASKS

7.1 The General Process - When a change, insertion or a deletion is determined to be necessary or desirable due either to erroneous input or additional or updated information, this is accomplished by encoding the change, deletion or insertion on the card format that relates to the file being processed and entering the proper code in col. 80 of that format. For example if an insertion to the Task/Subtask Directory is required, a card or cards are coded on coding sheet format 1 and the code 2 is entered in col. 80 of each of the cards coded.

7.2 The use of the codes - There are three basic codes that are used in this process (other than a blank denoting an original entry). These are the digit 1 denoting a deletion, the digit 2 denoting an insertion and the digit 3 denoting a change. The digit 1 may be used either by itself to simply remove a card or cards from a file or in conjunction with the digit 3 where it is desired to first remove a card from a file and then replace that card with changed data. The digit 2 is used by itself to simply add a card to a file. The digit 3 is always used in conjunction with the digit 1 as stated above.

7.3 Responsibility for use of the above procedures - The use of the above procedures will be limited. They will be carried out only under the direct supervision of the Data Manager or the Assistant Data Manager.

LOG AND CONTROL SHEET FUNCTIONS - SUMMARY

Throughout the Data Management Process, a series of logs and control sheets will be instituted to recored and control the processing of data. A secondary function of these control devices is to provide a degree of protection to people who will be responsible for the processing of the various items that will be handled by this group.

The control devices can be broken into two main groups as follow:

1. Stationary Control Devices - This group includes the station logs and the various file logs.

2. Mobile Control Devices - This group includes the "Travelog" and other control sheets that will travel with the various items to their destinations.

Through the use of the entire series of logs and control sheets a complete and ongoing record of the process for handling the data packages and of the people responsible for this process can be instituted and maintained.

The following pages briefly describe by station within the Data Management group the logs and control sheets that will be used.

LOG AND CONTROL SHEET FUNCTIONS BY UNIT

STATION "O" - DATA PACKAGE I/O CONTROL

A. Data Package File Log - The purpose of this log is to control and record the filing and removal of completed data packages from the file. It is the station log for this unit and thus always remains here.

B. "Travelog" - The "Travelog", which as its name implies travels with the data package as it is processed by the data management group, is designed to control and record the movement of a data package from station to station in the data management area. The level of detail on this log is not great since the individual station logs and control sheets are designed to reflect the detailed activities within each station. This log is initiated by station "0", and subsequent entries are made by each of the stations processing the package.

STATION "1" - DIRECTORY CREATION AND MAINTENANCE

A. Directory Creation and Maintenance Log - The purpose of this log is to control and record the activity within this station necessary to create and maintain the variuos directories that will be used first by the coding staff and subsequently will be entered into the data base. Additionally, it will record the removal of data packages and their return to the data package file. This log is the station log for this unit and thus always remains here.

STATION "2" - CODING AND TRANSCRIPTION CONTROL

A. Coding and Transcription Control Log - This log is the station log for this unit. As such it always remains in the control of the station leader. It is designed to control and record the removal and return of data packages to the data package file, the assignment of the various forms to the groups who will work on them and the transmittal of coding sheets to station "3".

B. Coding and Transcription Control Sheet - This sheet is the vehicle used to control and record the detailed process of coding and transcription of data. The sheet indicates the type of forms

covered (task, flow or file) and then travels with these forms as they are processed by this station. The sheet also requires periodic inspection by the sub-station leader as the forms are processed. Upon completion of a data package these forms will be filed by the station leader.

C. Coding Sheet Control Slip - Station "2" initiates this control slip by entering the type of coding sheet covered (task, flow or fil), the organizational name and code and the total number of coding sheets in the group. The slip then becomes the vehicle by which coding sheets are transmitted to station "3".

STATION "3" - EDP CONTROL AND TRANSMISSION UNIT

A. Coding Sheet Control Slip - Station "3" completes this slip by establishing a line count for the coding sheets entering the package into the EDP release file, and when a sufficient number of packages have been accumulated, removing them from the EDP release file and entering them into a batch to be shipped to the EDP unit. The slip always remains with its corresponding coding sheets.

B. EDP Release File Log - This log controls and records the input of groups of coding sheets to the file and the removal of these groups for the purpose of batching and transmitting to the EDP unit.

C. EDP Batch Transmittal Control Sheet - This sheet controls the batching of groups of coding sheets, their transmittal to the EDP unit and their return along with listings, magnetic tape, and punched cards to MSU. Since this sheet will be used as the primary control vehicle for interaction between the EDP unit and EDP control and will serve as a two way acknowledgement of receipt of materials, the form will be designed as a three part form.

D. EDP Control and Transmittal Log - This log is the station log for this unit. It records and controls the process within the EDP control unit, the transmission of coding sheets to the EDP unit and the return of the coding sheets from the EDP unit. While all of this information is also recorded on logs A. and C. for this station it must also be recorded here since the other two logs will leave this unit. Additionally this log also records and controls the verification, error correction and filing processes for material returned to this unit by the EDP unit.

E. Error Correction Control Log - The purpose of this log is to control and record the process by which items found to be non-acceptable by the EDP unit are corrected and re-submitted to the EDP unit. It is envisioned that one person will be responsible for this process and will make any and all the notations in this log that will reflect what is necessary to process an un-accepted item successfully.

F. Magnetic Tap I/O Control Log - The purpose of this log is to control and record the removal from and replacement of tapes in the tape file. It will include information relating to creation date, data content, recording density and update cycle. The log will remain with the tape file.

G. Punched Card Control Log - The prupose of this log is to control and record the filing of punched cards sent to this unit by the EDP unit. It will include information relating to batch number, number of cards, date processed for tape and destroy date. The log will remain with the card file.

DIRECTORY AUTOMATION

A. Directory Automation Control Log - This log is designed to

record and control the process by which the various directories used in the coding and transvription process are automated and added to the information base for the agencies. The process includes coding, editing, transmission to the EDP unit, reception from the EDP unit and error correction and re-entry.

B. Card Format Error Correction Log - The purpose of this log is to control and record the process by which items found to be more acceptable in the directory automation process by the EDP unit are corrected and re-submitted to the EDP unit. The log is in actuality a modified (for directory automation purposes) version of the error correction control log used for similar purposes with errors found on the File, Flow or Task forms.

STATIONARY DATA PACKAGE FILE LOG - STATION "O"

ORG. UNIT NAME	ORG. UNIT CODE	MICRO FILM RECEIVED		STATION NO.	DATE REMOVED	VERIFIED TRAVELOG FORMS COUNT INITIALS	DATE RETURNED	VERIFIED TRAVELOG FORMS COUNT INITIALS	COMMENTS
		DATE	INITIALS						

MOBILE "TRAVELOG" - STATIONS "0", "1" AND "2"

STATION "0"

1. ORG. UNIT NAME _____

2. ORG. UNIT CODE _____

3. INITIATED BY _____

4. DATE INITIATED _____

5. FORMS COUNTS:

   FILE _____

   FLOW _____

   TASK _____

*6. COUNTED BY _____ (Initials) _____ (Date)

*7. VERIFIED BY _____ (Initials) _____ (Date)

STATION "1"

*8. REMOVED FROM DATA PACKAGE FILE BY STATION "1"

_____ (Initials) _____ (Date)

*9. RETURNED TO DATA PACKAGE FILE BY STATION "1"

_____ (Initials) _____ (Date)

STATION "2"

*10. REMOVED FROM DATA PACKAGE FILE BY STATION "2"

_____ (Initials) _____ (Date)

REJECTION _____ (Initials) _____ (Date)

*11. RETURNED TO DATA PACKAGE FILE BY STATION "2"

_____ (Initials) _____ (Date)

REJECTION _____ (Initials) _____ (Date)

---

12. RECEIVED BY STATION "0" _____ (Initials) _____ (Date)

* Initials on these items indicates acceptance of forms counts appearing in item 5.

STATIONARY DIRECTORY CREATION AND MAINTENANCE LOG - STATION "1"

DIRECTORY CREATION

ORG. UNIT NAME	ORG. UNIT CODE	DATE		VERIFIED FORMS COUNT (INITIALS)		FILE FORMS (INITIAL)		FLOW FORMS (INITIAL)		DOCUMENTS (INITIAL)			NO. OF DOCUMENTS DISBURSE.		COMMENTS
		RECD	RETD	IN	OUT	OUT (RECEIVER)	IN (RELEIVER)	OUT (RECEIVER)	IN (RECEIVER)	VERIFIED	UP-DATE DOC. DIR.	UP-TRIG. DIR.	DIR. UP-DATE	RE-TURN	

STATIONARY CODING AND TRANSCRIPTION CONTROL LOG - STATION "2"

ORG. UNIT NAME	ORG. UNIT CODE	DATE REMOVED FROM DATA PACKAGE FILE	REMOVED BY INITIALS	COMP. & LEGIBILITY AUDIT				ATTACHED CONTROL SHEET (INITIALS)			TASK FORMS								FILE FORMS						FLOW FORMS						DATA PKG RETURNED TO FILE		CODING SHEETS TRANSMITTED TO STATION "3"					
				ACCEPT		REJECT		TASK	FLOW	FILE	VERIFIED FORMS CONTROL TOTAL	DATE REC'D	INITIAL	DATE RETD	VERIFIED COUNT		INITIALS	VERIFIED FORMS CONTROL TOTAL	DATE RECD	INITIALS	DATE RETD	VERIFIED COUNT		INITIALS	VERIFIED FORMS CONTROL TOTAL	DATE RECD	INITIAL	DATE RETD	VERIFIED COUNT		INITIAL	DATE	INITIAL	DATE	CODING SHEET COUNTS			INITIALS (EDP UNIT)
				DATE	INITIAL	DTE	INITIAL								FORMS	CODE SHEET						FORMS	CODE SHEETS						FORMS	CODE SHEETS				FILE	FLOW	TASK	

MOBILE CODING AND TRANSCRIPTION CONTROL SHEET STATION "2"

TASK ☐
FLOW ☐
FILE ☐

NO. OF DOCUMENTS _____

1. ORG. UNIT NAME _____
2. ORG. UNIT CODE _____
3. ACCEPTED BY SUB-STATION LEADER _____ NAME
4. DATE RECEIVED BY SUB-STATION LEADER _____

CODING/EDITING	SUB-STATION LDR. ACCEPT
CODER	
1. CODER VERIFICATION OF FORMS COUNT _____ Initials	
_____ 1st Rejection _____ 2nd Rejection	_____ _____ _____
2. DATE ASSIGNED TO CODER _____ Date	
_____ 1st Rejection _____ 2nd Rejection	_____ _____ _____
EDITOR	
3. EDITOR VERIFICATION OF FORMS COUNT _____	_____ _____ _____
_____ 1st Rejection _____ 2nd Rejection	
4. DATE BATCH RELEASED TO EDITOR _____	_____ _____ _____
_____ 1st Rejection _____ 2nd Rejection	
5. BATCH: A: APPROVED _____ Initials _____ Date	_____
B: REJECTED 1. _____ Initials _____ Date	
_____ Comment	_____
2. _____ Initials _____ Date	
_____ Comment	_____

TRANSCRIPTION/EDITING	SUB-STATION LDR. ACCEPT
TRANSCRIBER	
1. TRANSCRIBER VERIFICATION OF FORMS COUNT _____	_____ _____ _____
_____ 1st Rejection _____ 2nd Rejection	
2. DATE ASSIGNED TO TRANSCRIBER _____	_____ _____ _____
_____ 1st Rejection _____ 2nd Rejection	
3. CODING SHEET COUNT _____ # of sheets _____ Date	_____ _____ _____
_____ # of sheets _____ Date _____ # of sheets _____ Date	

	Transcription and Editing continued	Sub-Station Leader Acceptance continued
	4. EDITOR VERIFICATION _____ Forms Count _____ C.S.Cnt.	_____ _____ _____
E	_____ Forms Cnt. _____ Coding Sheet Count _____ Forms Count _____ Cod. S. Count	
D	5. DATE BATCH RELEASED TO EDITING _____	_____ _____ _____
I	_____ 1st Rejection _____ 2nd Rejection	
T	6. BATCH: A: APPROVED _____ Initials _____ Date	_____
O	B: REJECTED	
R	1. _____ Initials _____ Date	
	_____ Comment	_____
	2. _____ Initials _____ Date	
	_____ Comment	_____
	7. ATTACH CODING SHEET CONTROL SLIPS TO CODING SHEETS	

MOBILE CODING SHEET CONTROL SLIP - STATIONS "2" AND "3"

DATE SLIP INITIATED: _____

STATION "2"

1. ORG. UNIT NAME _____

2. ORG. UNIT CODE _____

3. TASK DESCRIPTION CODING SHEETS ☐

   FLOW DESCRIPTION CODING SHEETS ☐

   FILE DESCRIPTION CODING SHEETS ☐

4. TOTAL NUMBER OF CODING SHEETS _____ No. _____ Entered by (Initials

---

STATION "3"

5. VERIFICATION OF CODING SHEET COUNT BY EDP CONTROL (STATION "3") LEADER — _____ Initials _____ Date

6. CONTROLLER VERIFICATION OF CODING SHEET COUNT — _____ Initials _____ Date

7. LINE COUNT (NO. OF VALID LINES FILLED ON CODING SHEETS) — _____ No. _____ Date

8. LINE COUNT VERIFICATION (OTHER THAN ORIGINAL COUNTER) — _____ Initials _____ Date

9. ENTERED INTO EDP RELEASE FILE — _____ Initials _____ Date

10. REMOVED FROM EDP RELEASE FILE — _____ Initials _____ Date

11. ENTERED INTO BATCH NO. _____ No. _____ Initials _____ Date

EDP RELEASE FILE LOG

ORG. UNIT NAME	ORG. UNIT CODE	IN		OUT		COMMENTS
		INITIALS	DATE	INITIALS	DATE	

MOBILE EDP BATCH CONTROL TRANSMITTAL SHEET - STATION "3"

1. BATCH NUMBER _____

2. FLOW ☐

   FILE ☐

   TASK ☐

3. EDP UNIT ACKNOWLEDGEMENT OF PACKAGE RECEIPT (RETURN COPY 1)

   _____ Initials _____ Date

4. BATCH COMPILED BY _____ Initials _____ Date

5. BATCH VERIFIED BY _____ Initials _____ Date

6.

ORG. UNIT CODES	NO. OF CODING SHEETS	TOTAL LINE COUNT

STATIONARY EDP CONTROL AND TRANSMISSION UNIT LOG - STATION "3"

ORG. UNIT NAME	ORG. UNIT CODE	TYPE OF CODING SHEET			VERIFICATION OF CODING SHEET COUNT-EDP CONTROL LOG			CONTROLLER VERIFICATION OF CODING SHEET CNT.		LINE COUNT	VERIFICATION OF CODING SHEET AND LINE COUNTS		EDP RELEASE FILE ACTIVITY DATES				BATCHING ACTIVITY					EDP ACKNOWL OF PKG. REC'T RET'D		EDP VERIF. OF COUNT RET'D		PKG. REC'D STATION "3"		VERIF. COMP.		VERIF. COUNTS		ERROR COUNTS	ERROR CORRECT. COMP.		PACKAGE FINISHE	
		FILE	FLOW	TASK	NO.	INIT	DATE	INIT	DATE		INIT	DATE	IN INIT	IN DATE	OUT INIT	OUT DATE	BATCH NO.	COMP BY INIT	DATE	VERIF BY INIT	DATE	INIT	DATE	INIT	DATE	INIT	DATE	INIT	DATE	INIT	DATE	INIT	DATE		INIT	DATE	INIT	DA

STATIONARY ERROR CORRECTION CONTROL LOG - STATION "3"

1. ORG. UNIT NAME _____

2. ORG. UNIT CODE _____

3. TASK ☐ LINE NO. _____

   FLOW ☐ LINE NO. _____

   FILE ☐ LINE NO. _____

4. BATCH NO. REJECTED FROM: _____ DATE _____

5. DESCRIPTION OF ERROR(S)

   1.

   2.

   3.

   4.

   5.

   6.

   7.

6. ORIGINAL CODER NO. _____

			ERROR NO. DETECTED
	Initials	Date	1 2 3 4 5 6 7
7. VERIFY PUNCHING FROM CODE	_____	_____	
8. VERIFY TRANSCRIPTION FROM SOURCE DOCUMENT	_____	_____	1 2 3 4 5 6 7
9. VERIFY CODING OF SOURCE DOCUMENT	_____	_____	1 2 3 4 5 6 7
10. VERIFY ORIGINAL ERROR ON SOURCE DOCUMENT	_____	_____	1 2 3 4 5 6 7

11. PERSON(S) RESPONSIBLE FOR ERROR _____

	Initials	Date
12. ERROR(S) CORRECTED AND RE-CODED	_____	_____
13. RE-SUBMITTED TO EDP UNIT	_____	_____

14. ENTERED INTO BATCH NUMBER _____.

STATIONARY MAGNETIC TAPE I/O CONTROL LOG - STATION "3"

I/O DATES FOR CREATION		FILE CONTENTS	BLOCKING FACTOR	DENSITY	MACHINE USED TO CREATE TAPE		DATE TAPE CREATED	FILE RELEASE DATE	FILE USAGE			
OUT	IN				TYPE	LOCATION			OUT	IN	INIT	PURPOSE

STATIONARY PUNCHED CARD CONTROL LOG - STATION "3"

CARD TYPE	NO. OF CARDS	BATCH NO.	DATE PROCESSED FOR TAPE	DESTROY DATE	TAPE NO.	REMARKS

MOBILE DIRECTORY AUTOMATION CONTROL LOG

1. AGENCY NAME _____

2. AGENCY CODE _____

3. TYPE OF CODING SHEET

UNIT/FILE NAME DIRECTORY	☐
DOCUMENT-NAME DIRECTORY	☐
DATA CATEGORY DIRECTORY	☐
TRIGGERING EVENT DIRECTORY	☐
TASK/SUBTASK DIRECTORY	☐
DOCUMENT CONTENT CODE FILE DIRECTORY	☐

4. CODED BY _____ Initial _____ Date

5. VERIFIED BY _____ Initial _____ Date

6. CODING SHEET COUNT, CONTROLLER VERIFICATION OF _____ Number

7. CODING SHEET COUNT _____ Initial _____ Date

8. LINE COUNT _____

9. VERIFICATION OF LINE COUNT _____ Initial _____ Date

10. ATTACH CONTROL SHEETS _____ Initial _____ Date

11. BATCHING ACTIVITY _____ Batch No. _____ Comp. by Init. _____ Date

_____ Verified by Init.. _____ Date

12. EDP ACKNOWLEDGEMENT OF PACKAGE RECEIVED AND RETURNED _____ Initial _____ Date

13. EDP VERIFICATION OF COUNTS RETURNED _____ Initial _____ Date

14. PACKAGE RECEIVED STATION "3" _____ Initial _____ Date

15. VERIFICATION COMPLETE _____ Initial _____ Date

16. VERIFIED COUNTS _____ Initial _____ Date

17. ERROR COUNTS _____

18. ERROR CORRECTION COMPLETE _____ Initial _____ Date

19. PACKAGE FINISHED _____ Initial _____ Date

CARD FORMAT ERROR CORRECTION LOG - STATION # 3

1. AGENCY NAME _____
2. AGENCY CODE _____

3. UNIT/FILE NAME DIRECTORY ☐ Line No. _____

   DOCUMENT NAME DIRECTORY ☐ Line No. _____

   DATA CATEGORY DIRECTORY ☐ Line No. _____

   TRIGGERING DIRECTORY ☐ Line No. _____

   TASK/SUBTASK DIRECTORY ☐ Line No. _____

   DOCUMENT CONTENT CODE FILE ☐ Line No. _____

4. BATCH NO. REJECTED FORM No. _____ Date _____
5. DESCRIPTION OF ERRORS
   1. _____
   2. _____
   3. _____
   4. _____
   5. _____
   6. _____
   7. _____

6. ORIGINAL CODER NUMBER _____

			Error No. Detected
7. VERIFYING PUNCHING FROM CODE SHEETS	Init. _____	Date _____	1 2 3 4 5 6 7
8. VERIFY TRANSCRIPTION FROM SOURCE DOCUMENT	Init. _____	Date _____	1 2 3 4 5 6 7
9. VERIFY CODING OF SOURCE DOCUMENT	Init. _____	Date _____	1 2 3 4 5 6 7
10. VERIFY ORIGINAL ENTRY ON SOURCE DOCUMENT	Init. _____	Date _____	1 2 3 4 5 6 7
11. PERSON(S) RESPONSIBLE FOR ERROR			

12. ERROR(S) CORRECTED AND RECODED _____ Initials _____ Date

13. RESUBMITTED TO EDP UNIT _____ Initials _____ Date

14. ENTERED INTO BATCH NUMBER _____

Instructions for the Keypunch Supervisor

A messenger will deliver the coding sheets batches to the key-punch supervisor or section leader. Upon receipt of this package, the supervisor will initial and date line "3" of the mobile EDP batch control transmittal sheet. The messenger will take copy 1 of this sheet back to station 3. The supervisor will then proceed to verify total line and coding sheet counts, if these counts agree the supervisor will initial and date line "7" of the mobil EDP batch control transmittal sheet and send copy "2" back to the station 3 leader. However, if the counts do not agree the supervisor will not initial and date item "7". He will send the coding sheets and the mobil EDP batch control transmittal sheet back to the station "3" leader.

Task/Subtask Directory

Card Column	Field Description	A = Alpha N = Numeric	R = Right Justify L = Left Justify
1	Card Type (Always punch A "1")	N	
2-4	Julian Date	N	R
5	Coder I.D.	N	
6-7	Batch No.	N	R
8-9	Line Count	N	R
10-14	Task and Subtask	N	R
15-44	Task or Subtask Description	A	L
45-46	Blank		
47-49	Subtask Code	N	R
50-79	Subtask Description	A	L
80	Update Code	N	

Note: Card Columns 1-7 may be duplicated after the first card.
USE Keypunch Drum MSU #1 Program #1
Right justified fields will always be zero filled

TASK DIRECTORY

	INPUT CONTROLS					CODE		TASK DESCRIPTION		UPDATE CODE *
	JULIAN DATE		CODER ID	BATCH NUMBER	LINE COUNT	TASK	ØØØ			
	2 3 4		5	6 7	8 9	10 11	12 13 14	15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44	45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79	80
1										
2										

SUBTASK DIRECTORY

	INPUT CONTROLS					CODE		SUBTASK DESCRIPTION		CODE	SUBTASK DESCRIPTION	UPDATE CODE *
	JULIAN DATE		CODER ID	BATCH NUMBER	LINE COUNT	TASK	SUB-TASK			SUB-TASK		
	2 3 4		5	6 7	8 9	10 11	12 13 14	15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44	45 46	47 48 49	50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79	80
1												
1												
1											

Organizational Unit & File Name Directory

Card Column	Field Description	A = Alpha N = Numeric	R = Right Justify L = Left Justify
1	Card Type (always punch A "2")	N	
2-4	Julian Date	N	R
5	Coder I.D.	N	
6-7	Batch	N	R
8-9	Line Count	N	R
10-17	Organizational Unit Code	N	R
18-19	File Code (always 00 in Unit Name)	N	R
20-49	Organizational Unit Name and File Name	A	L
50-79	Organization Unit Address	A	L
80	Update Code	N	

NOTE: Card Columns 1-7 maybe duplicated after the first card
Card Columns 50-79 will be left blank in the file name card
Use Keypunch Drum MSU #2 Program #1
Right justified fields will always be zero filled

ORG. UNIT/FILE NAME DIRECTORY

2	INPUT CONTROL: JULIAN DATE (1-4)	CODER I.D. (5)	BATCH NUMBER (6-7)	LINE COUNT (8-9)	ORG. UNIT CODE (10-17)	(18-19)	ORGANIZATIONAL UNIT NAME (20-49)	ORGANIZATIONAL UNIT ADDRESS (50-79)	UPDATE CODE (80)
2						02			
2						02			

2	INPUT CONTROL: JULIAN DATE (1-4)	CODER ID (5)	BATCH NUMBER (6-7)	LINE COUNT (8-9)	ORG. UNIT CODE (10-17)	FILE COUNT (18-19)	FILE NAME (20-49)	BLANK (50-79)	UPDATE CODE (80)
2									
2									
2									

Document Name Directory

Card Column	Field Description	A = Alpha N = Numeric	R = Right Justify L = Left Justify
1	Card Type(Always Punch A "3")	N	
2-4	Julian Date	N	R
5	Coder I.D.	N	
6-7	Batch No.	N	R
8-9	Line Count	N	R
10	Blank		
11-14	Document Code	N	R
15-44	Document Name	A	L
45	Blank		
46-49	Document Code	N	R
50-79	Document Name	A	L
80	Update Code	N	

NOTE: Card Columns 1-7 may be duplicated after the first card
Use Keypunch drum MSU #2 Program #2
Right justified fields will always be zero filled

DOCUMENT NAME DIRECTORY

3	INPUT CONTROL: JULIAN DATE			CODER ID	BATCH NUMBER	LINE COUNT	DOC. CODE	DOCUMENT NAME	DOC. CODE	DOCUMENT NAME	UPDATE CODE *
1	2 3 4			5	6 7	8 9	10 11 12 13 14	15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44	45 46 47 48 49	50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79	80
3											
3											
3										

Data Category Directory

Card Column	Field Directory	A = Alpha N = Numeric	R = Right Justify L = Left Justify
1	Card Type (Always Punch A "4")	N	
2-4	Julian Date	N	R
5	Coder I.D.	N	
6-7	Batch No.	N	R
8-9	Line Count	N	R
10	Blank		
11-12	Major Category Code	N	R
13-14	Minor Category Code	N	R
15-44	Major Data Cat. Description	A	L
45-47	Blank		
48-49	Minor Data Cat. Code	N	R
50-79	Minor Data Cat. Description	A	L
80	Update Code	N	

NOTE: Card Columns 1-7 may be cuplicated after the first card
Use Keypunch Drum MSU #2 Program #2
Right justified fields will always be zero filled

DATA CATEGORY DIRECTORY

*

	INPUT CONTROL					DATA CODE		MAJOR DATA CATEGORY DESCRIPTION	DATA CODE		MINOR DATA CATEGORY DESCRIPTION	UPDATE CODE
	JULIAN DATE	CODER ID	BATCH NUMBER	LINE COUNT		MAJOR				MINOR		
A							00					
A							00					
A												

	INPUT CONTROL					DATA CODE		MINOR DATA CATEGORY DESCRIPTION	DATA CODE		MINOR DATA CATEGORY DESCRIPTION	UPDATE CODE
	JULIAN DATE	CODER ID	BATCH NUMBER	LINE COUNT		MAJOR	MINOR			MINOR		
A												
A												
A									

Triggering Event Directory

Card Column	Field Description	A = Alpha N = Numeric	R = Right Justify L = Left Justify
1	Card type (always punch	N	
2-4	Julian Date	N	R
5	Coder I.D.	N	
6-7	Batch No.	N	R
8-9	Line Count	N	R
10	Blank		
11-12	Event Code	N	R
13-14	Blank		
15-44	Triggering Event Desc.	A	L
45	Blank		
46-47	Event Code	N	R
48-49	Blank		
50-79	Triggering Event Description	A	L
80	Update Code	N	

NOTE: Card Columns 1-7 may be duplicated after the first card
Use Keypunch drum MSU #2 Program #2
Right justified fields will always be zero filled.

TRIGGERING EVENT DIRECTORY *

INPUT CONTROL										TRIGGERING EVENT DESCRIPTION			EVENT CODE		TRIGGERING EVENT DESCRIPTION		UPDATE CODE
	JULIAN DATE			CODER ID	BATCH NUMBER		LINE COUNT		EVENT CODE								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	45	46	47	48	49	50	79	80
5																						
5																						
5																					

File Characteristics File

Card Columns (Card #1)	Field Description	A = Alpha N = Numeric	R = Right Justify L = Left Justify
1	Card Type (always punch A "6")	N	
2-4	Julian Date	N	R
5	Coder I.D.	N	
6-7	Batch No.	N	R
8-9	Line Count	N	R
10-17	Org. Unit Code	N	R
18-19	File Code	N	R
20-26	Client I.D.	N	R
27-30	Counselor	N	R
31-35	Geographic	N	R
36-41	Media	N	R
42-46	Mode	N	R
47-50	File Vol.	N	R
51-56	Est. No. of Records	N	R
57-62	Updates	N	R
63	Frequency	N	
64-69	Queries	N	R
70	Frequency	N	
71-76	Purges	N	R
77	Frequency	N	
78	Lead I.D. "9"	N	
79	Blank		
80	Update Code	N	

Card #2 and all following cards

Card Column	Field Description	A = Alpha N = Numeric	R = Right Justify L= Left Justify
1-7	May be Dup. from Card #1	N	R
8-9	Line Count	N	R
10-17	May be Dup. from Card #1	N	R
18-19	May be Dup. from Card #1	N	R
20-75	Codes of documents appearing in file made up of 14 digit fields	N	R
76-79	Blank		
80	Update Code	N	

NOTE: Only punch lead I.D. in first card
Use Keypunch Drum MSU #1 Program #2
Right Justified Fields will always be zero filled

FILE CHARACTERISTICS FILE *

6	INPUT CONTROL: JULIAN DATE				CODER ID	BATCH NUMBER	LINE COUNT	ORG. UNIT CODE	FILE CODE	FILE SEQUENCE: CLIENT I. D.				COUNS.	GEO-GRAPHIC	STORAGE: MEDIA		MODE		FILE VOL.	EST. NO RECORDS	FILE ACTIVITY: UPDATES				F	QUERIES				F	PURGES				F	LEAD IQ		UPDATE CODE
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	32	3	34	3	36	37	38	39	40
6																																								

6	INPUT CONTROL: JULIAN DATE				CODER ID	BATCH NUMBER	LINE COUNT	ORG. UNIT CODE	FILE CODE	CODES OF DOCUMENTS APPEARING IN FILE	UPDATE CODE
	1	2	3	4	5	6	7	8	9	10	11
6											

* UPDATE CODES
1- DELETE
2- INSERT
3- CHANGE

(A) THIS FELD MUST BE FILLED WITH ZEROS IF THERE IS NO ACTIVITY

Task/Subtask Requirements File

Card Column	Field Description	A=Alpha N=Numeric	R=Right Justify L=Left Justify
1	Card Type(always punch a "7")	N	
2-4	Julian Date	N	R
5	Coder I.D.	N	
6-7	Batch Number	N	R
8-9	Line Number	N	R
10-17	Org. Unit Code	N	R
18-19	Task	N	R
20-22	Subtask	N	R
23-24	Data Category(Major)	N	R
25-26	" " (Minor)	N	R
27-30	Document Code	N	R
31-34	Data Category	N	R
35-38	Document Code	N	R

Every 4 columns will alternate as above, through card column "78"

79	Blank	
80	Update Code	N

Note: Card Columns 1-7 may be duplicated after first card.
" " 10-17 " " " " " " .
Use keypunch Drum MSU #1 Program #2
Right justified Fields will always be zero filled.

TASK/SUBTASK REQUIREMENTS FILE

	INPUT CONTROL					CRG. UNIT CODE	CODE		DATA CAT.		DOC. CODE	DATA CAT.		DOC. CODE	DATA CAT.		DOC. CODE	DATA CAT.		DOC. CODE	DATA CAT.		DOC. CODE	DATA CAT.		DOC. CODE		*
	JULIAN DATE			CODE ID	BATCH NUMBER	LINE COUNT	TASK	SUB-TASK	MAJOR	MINOR		MAJOR	MINOR		MAJOR	MINOR		MAJOR	MINOR		MAJOR	MINOR		MAJOR	MINOR			UPDATE CODE
1	2	3	4	5	6 7	8 9	10 11 12 13 14 15 16 17	18 19	20 21 22	23 24	25 26	27 28 29 30	31 32	33 34	35 36 37 38	39 40	41 42	43 44 45 46	47 48	49 50	51 52 53 54	55 56	57 58	59 60 61 62	63 64	65 66	67 68 69 70	71 72	73 74	75 76 77 78	79	80
7																												

Information Flow Characteristics File

Card Columns	Field Description	A=Alpha N=Numeric	R=Right Justify L=Left Justify
1	Card Type(Always Punch an "8")	N	
2-4	Julian Date	N	R
5	Coder I.D.	N	
6-7	Batch No.	N	
8;9	Line Count	N	R
10-17	Org. Unit Code	N	R
18-21	Document Code	N	R
22	I/O Code	N	
23	Type Code	N	
24	Origin Code	N	
25-26	No. Copies	N	
27-28	Event Code	N	
29-44	Codes of Files Affected (8 two digit fields)	N	R
45-52	Org. Unit	N	R
53-58	Volume	N	R
59	Frequency	N	
60	Transmission	N	
61-68	Org. Unit	N	R
69-74	Volume	N	R
75	Frequency	N	
76	Transmission	N	
77	Blank		
78	Lead I.D. "9"		
79	Blank		
80	Update Code	N	
Card "2" and all other cards as follows			
1-7	May be Dup. from card 1	N	R
8-9	Line Count	N	R
10-22	May be dup. from card 1	N	R
23-28	Blank		
29-36	Org. Unit		
37-42	Volume		
43	Frequency		
44	Transmission		
45-76	Punch the same of card 1	N	R
77-79	Blank		
80		N	

Note: Use Keypunch Drum MSU #3 Program #1 Right justified fields will always be zero filled.

INFORMATION FLOW CHARACTERISTICS FILE

	INPUT CONTROL					ORB. UNIT CODE	DOC. CODE	I/O CODE	TYPE CODE	ORIGN CODE	NO. COPIES	EDIT CODE	CODES OF FILES AFFECTED	SOURCE/RECIPIENT			SOURCE/RECIPIENT			LEAD D.H.	*
	JULIAN DATE		CODER ID	BATCH NUMBER	LINE COUNT									ORB. UNIT	VOLUME	FREQ. TRNS.	ORB. UNIT	VOLUME	FREQ. TRNS.		UPDATE CODE
8																					
8																					
8																					
	1 2 3 4		5	6 7	8 9	10 11 12 13 14 15 16 17	18 19 20 21	22	23	24	25 26	27 28	29 30 31 32 33 3 35 36 37 38 39 40 41 4 43 44	45 6 50 5 2	53 54 55 56 57 58	9 60	6 62 3 64 65 66 6 68	69 70 71 72 7 74	6	77	78	79	80

	INPUT CONTROL				ORE UNIT CODE	DOC. CODE	I/O CODE		SOURCE/RECIPIET		SOURCE/RECIPIET			SOURCE/RECIPIENT				UPDATE CODE
	JULIAN DATE	CODER ID.	BATCH NUMBER	LINE COUNT						FREQ. TRANS.			FREQ. TRANS.			FREQ. TRANS.		
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* UPDATE CODES
1- DELETE
2- INSERT
3- CHANGE

Document Content Code File

Card Column	Field Description	A=Alpha N=Numeric	R=Right Justify L=Left Justify
1	Card Type(always Punch A "9"	N	
2-4	Julian Date	N	R
5	Coder I.D.	N	
6-7	Batch No.	N	R
8-9	Line Count	N	R
10-13	Document No.	N	R
14-15	Major Category	N	R
16-35	Minor Data Categories (There are ten two digit fields)	N	R
36-37	Major Cateogory	N	R
38-57	Same as 16-35	N	R
58-59	Major Category	N	R
60-79	Same as 16-35	N	R
80	Update Code	N	

Note: Card Columns 1-7 may be duplicated after the first card keypunched Drum MSU #3 Program #2
Right justified Fields will always be zero filled.

DOCUMENT CONTENT CODE FILE

| 9 | INPUT CONTROL | | | | | | | | | DOC. NO. | | | | MAJOR CAT | MINOR DATA CATEGORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | MAJOR CAT. | MINOR DATA CATEGORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | MAJOR CAT | MINOR DATA CATEGORIES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | * UPDATE CODE |
|---|---|---

BATCH TOTAL CARD

Card Columns	Field Description	A=Alpha N=Numeric	R=Right Justify L=Left Justify
1-7	Duplicated from Previous Line	N	
8-9	Punch "99"	N	R
10-11	Batch Total	N	R

Note: (1) A batch total card must be punched for every batch and it is always the last card of the batch.
(2) Use manual programming in punching this card.